

## State of Washington

# **SPACE PLANNING DATA SHEET**

Last updated: October 2017

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

Evaluate the agency's request for space

Develop the request for proposal or market search for space

Evaluate qualifying proposals ability to meet the program needs

Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Title: PLIA Relocation	Date Submitted:	N/A
Existing Facilities Total Square Feet: 2,417	•	
Facility Area Summary		Planned
Square Feet for Workspaces		1,760
Square Feet for Meeting & Focus Space		1,000
Square Feet for Office Support		150
Square Feet for Storage & Files		465
Square Feet for Program Special		C
Occupant Are a		3,375
Base Building Circulation (40% of Total Occupant Area)		1,350
Usable (Total Occupant Area + Base Building Circulation)		4,725
Building Service and Amenity Areas (10% of Usable Square Feet)		473
Total Rentable Square Feet		5,198
Square Feet for Warehouse and Special Equipment (Not in Circulation	n Area)	0
Total Project Square Feet		5,198
User and Workspace Summary	Existing	Planned
Resident	20	23
Internally Mobile	0	C
Externally Mobile	0	C
Remote	1	1
Vacant	0	0
Total Users	21	24
Total Offices	6	6
Total Workstations	14	14
Total Mobile Benches	2	4
Total Touchdown Spaces	0	0
Total Workspaces	22	24
Rentable Square Feet Per Users	115	217
Rentable Square Feet per Workspaces	110	217

Percent of Workspaces to Number of Users	104.8%	100.0%
Planned User Growth		14.3%
Planned Workspace Growth		9.1%

1 Project Summary

#### PROJECT TITLE: PLIA Relocation

Date: N/A

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

USFRS	VND	WADI	KCDA	CEG

	USER INFORMAT	TON			V	VORKSPACE INF	ORMATION			
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK- SPACES	PLANNED WORK- SPACES	PLANNED SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
Executive Director	Resident	Resident	1	1	Office	120		1	120	
Deputy Director	Resident	Resident	1	1	Office	120		1	120	
Administrative Services Manager	Resident	Resident	1	1	Office	120	1	1	120	
Agency Planner	Resident	Resident	1	1	Office	120	1	1	120	
Financial Manager	Resident	Resident	1	1	Office	120		1	120	
Technical Programs Manager	Resident	Resident	1	1	Office	120	1	1	120	
Leg. and Policy Manager	Resident	Resident	1	1	Workstation	64	1	1	64	
Technical Programs Coordinator	Resident	Resident	1	1	Workstation	64	1	1	64	
Heating Oil Program Coordinator	Resident	Resident	1	1	Workstation	64	1	1	64	
Comm. Outreach & Envi. Educ. Spc.	Resident	Resident	1	1	Workstation	64	1	1	64	
Loan and Grant Coordinator	Resident	Resident	1	1	Workstation	64	1	1	64	
Hydrogeologist	Resident	Resident	1	2	Workstation	64	2	2	128	Currently recruiting
Environmental Specialist	Resident	Resident	2	3	Workstation	64	3	3	192	ES recruitment to begin in January
Administrative Assistant	Resident	Resident	1	1	Workstation	64	1	1	64	
Office Assistant	Resident	Resident	1	1	Workstation	64	1	1	64	
Work Study Student	Resident	Resident	1	2	Mobile Bench	36	1	2	72	One bench for four people to site and work.
Intern	Resident	Resident	1	1	Mobile Bench	36	1	1	36	
IT Support Contractor	Remote	Remote	1	1	Mobile Bench	36	0	1	36	
Data Consultant	Resident	Resident	1	1	Workstation	64	1	1	64	
Fiscal Analyst	Resident	Resident	1	1	Workstation	64	1	1	64	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
			_						-	
									-	
									-	
TOTAL			21	24			22	24	1,760	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

#### **Definitions**

**User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

 $\textbf{Resident:} \ \textbf{A} \ \textbf{user who typically spends more than 50 percent of his/her time at the same workspace in the facility.}$ 

Internally Mobile: A user who typically spends more than 50 percent of his/her time in the facility with as much or more time spent away from their workspace than at it.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

Page 2 Users & Workspaces (1)

### PROJECT TITLE: PLIA Relocation

Date: N/A

**Instructions:** To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

<b>MEETING</b>	&	FOCUS	<b>AREAS</b>
----------------	---	-------	--------------

MEETING & FOCOS AREAS			SPA	CE CALCULA	TION			
TYPE OF SPACE	NUMBER OF USERS PER SPACE	USER	SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	NOTES
Conference Room	24	15	360	-	1	24	360	
Focus Room	2	40	80	-	3	6		To support private conversations
Collaboration Space	8	20	160		1	8	160	
Focus Point	6	40	240		1	6	240	Customer small meeting space
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
			-			-	-	
TOTAL HISERS			-			-	-	
TOTAL MEETING AND FOCUS OF	1					44	4.000	
TOTAL MEETING AND FOCUS SPACE							1,000	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

Page 4 Meeting & Focus Space

PROJECT TITLE: PLIA Relocation	Date: N/A

**Instructions:** Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

## OFFICE SUPPORT

		SPACE CAI	CULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Break/Social Hub	150	1	1	150	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL COURSE FEET FOR OTHER	OFFICE CURPORT	ADEAC		-	
TOTAL SQUARE FEET FOR OTHER	COFFICE SUPPORT	AKEAS	150		

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

Page 5 Office Support

## PROJECT TITLE: PLIA Relocation Date: N/A

**Instructions:** Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

### STORAGE & FILES AREAS

SPACE CALCULATION SPACE CALCULATION								
		SPACE CAL	LCULATION					
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)			
Janitor Closet	15	-	1	15				
Supply - Workroom	150	-	1	150				
Files	300	-	1	300				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
TOTAL COURSE FEET FOR CTORA	CE & FILES			-				
TOTAL SQUARE FEET FOR STORA	GE & FILES			465				

SPACE TYPE	
Supply-Workroom	
Storage	
Janitor Closet	
Files	
High Density Files	

Page 6 Storage & Files

PROJECT TITLE: PLIA Relocation			Date: N/A		
Instructions: Identify the types of	special areas that are ne	cessary for this fac	ility. See the guide	below the table for typ	pes of space to consider in this category.
PROGRAM SPECIFIC AREAS		2512521			
		SPACE CALCULATION			
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Not applicable				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL SQUARE FEET FOR PRO	OGRAM SPECIFIC AREA	AS		-	

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

Page 7 Program Specific

PROJECT TITLE: PLIA Relocation	

Instructions: Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

Date: N/A

# WAREHOUSE AND SPECIAL EQUIPMENT SPACE CALCULATION CONDITIONED/ TOTAL SQUARE FEET **EXISTING PLANNED** NOTES TYPE OF SPACE NOT **PLANNED** PER SPACE **QUANTITY** QUANTITY (Include any floor loading information) CONDITIONED **SQUARE FEET** Not applicable ---TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

LOCATION AND SITE REQUIREMENTS
Instructions: The information in this section will define the geographic location and site requirements for the proposed
new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries:
Olympia/Lacey/Tumwater
Location restrictions, if any:
PLIA is required by RCW to be in the try city area of Thurston County.
Define the service area using zip codes, cities, counties, or regions:
PLIA serves customers across the entire state.
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:
none.
Define any public transportation requirements:
none.
Define any access requirements to major routes of travel:
note.
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):
PLIA has employees who carpool and bike to work. We don't yet have anyone who drives an EV.
Describe any special site requirements (access, large turning radius, etc.):
none.
Describe any special pedestrian access requirements:
none.
Will this facility house public employees that may also serve the general public?
Describe any unique parking requirements:
We will need to have parking available for employees and our customers.
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the
jurisdictional code, information can be found on the DES webite. Parking needs above code will be defined using the
established DES policies and resulting number of stalls should be included in the request for proposals or market search.

Page 10 Location & Site